Mobile Address Book (Version 2.0US) User's Guide

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- The operations described in this manual assume that you are already familiar with the basic operation of Windows CE. See the documentation that comes with Windows CE for full details on its operation.
- Sample displays shown in this manual may differ somewhat from the displays actually produced by the product.

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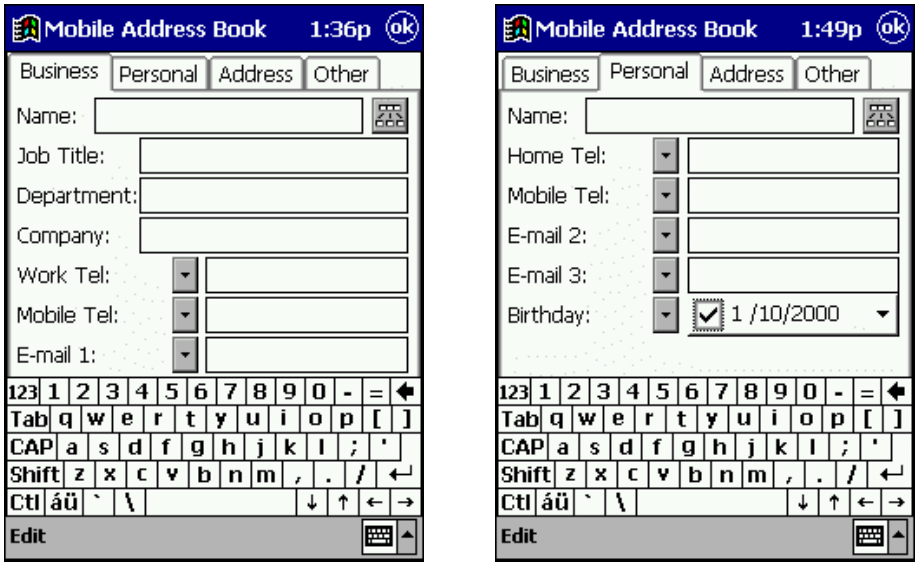
Introduction

Mobile Address Book is an application that gives you a digital address book on your Pocket PC. Though it is similar to and uses the same data as your Pocket PC's built-in Contacts application, it provides you with additional functions and more display versatility than Contacts alone.

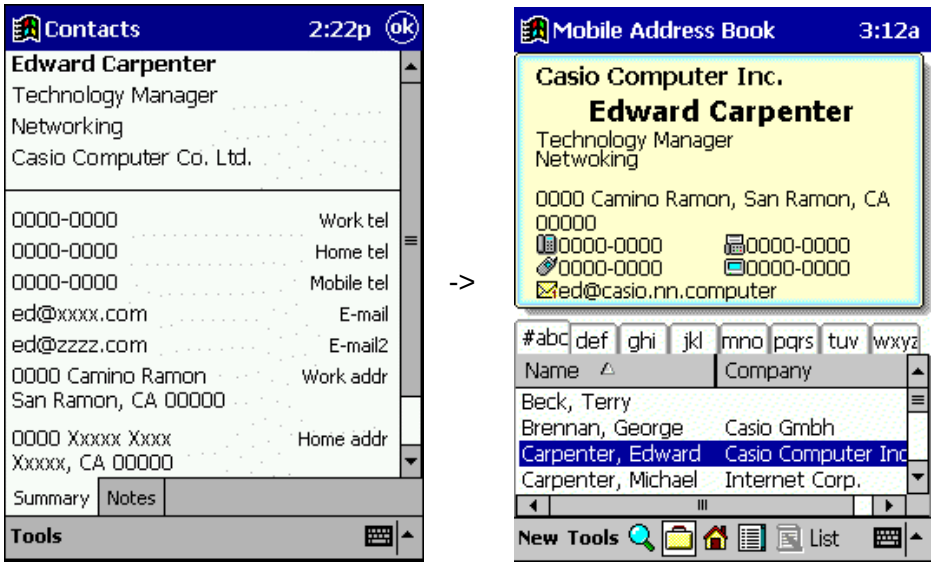
Features

- Input and editing of Contacts data



Data Input Screens

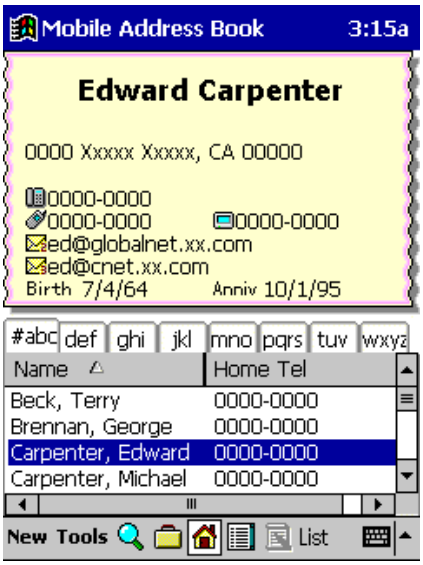
- Data layouts that are more practical and easier to use



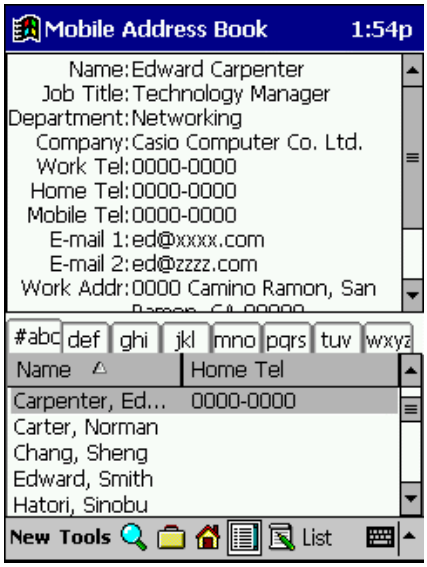
Contacts

Mobile Address Book (Business Card Screen)

- Business Card Screen for Contacts Business data, and Personal Screen for Contacts Personal data, plus an All Data screen that shows all the data stored in a specific record.



Personal Screen



All Data Screen

- View attached memo text with the tap of a button.
- Powerful search functions

Starting Up Mobile Address Book

1. Turn on your Pocket PC.
2. Tap - **Programs** - **Mobile Address Book**.
   - The Company List screen appears first.

Company List Screen

Inputting Data with Mobile Address Book

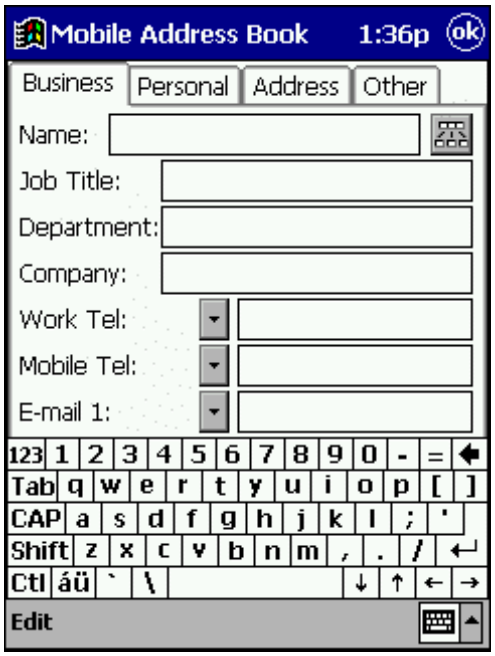
This section describes how to use Mobile Address Book to input new data into the Contacts database and how to edit existing records.

Inputting New Data

Mobile Address Book input using four tabs, named **Business**, **Personal**, **Address**, and **Other**.

To input new data using Mobile Address Book

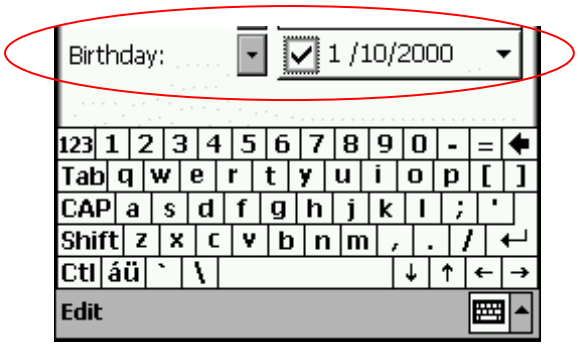
1. Start up Mobile Address Book.
2. Tap **New** to display the **Business** tab of Mobile Address Book input screen.
3. Input data into the boxes on the **Business** tab.



In the **Name** box, input the first name, middle name, and last name, separating each with a space. Tapping the button to the right of this box displays a Confirm Name dialog box, which you can also use for name input.

Tapping the button next to a box displays a list of input items. Tap an item in the list to input it into the box.

4. Tap the **Personal** tab and then input data into the boxes on the tab.
   - The **Name** box contains the name data you input on the **Business** tab.
   - If a box has a button next to it, you can tap the button to display a list of input items. Tap an item in the list to input it into the box.
   - The following describes how to input dates in the **Birthday/Anniversary** box.



(1) To input a birth date, tap the check box in the **Birthday** box so it looks like this: ☑ . This means that date input is enabled.

(2) Tap the year, month, or day digits, and then input a value using the keyboard, or tap the ▼ button to the right of the box to display a calendar that you can use to select a date.

(3) To input an anniversary date, tap the button to the left of the box, and then tap Anniversary on the list of options that appears.

(4) Use the same procedure as described in step (2) to input an anniversary date.

5. Tap the **Address** tab and then input data into the boxes on the tab.

- You can input up to three addresses: **Work**, **Home**, and **Other**. Tap the radio button next to the type of address you want to input and then input the data you want.

6. Tap the **Other** tab and then input data into the boxes on the tab.

- If a box has a button next to it, you can tap the button to display a list of input items. Tap an item in the list to input it into the box.
- If you want to add notes to a record while you are inputting it, tap the **Tap here to add notes** box. This displays a memo input dialog box, which you can use to input a text memo or voice memo.
- Tapping the **Categories** button displays a list of categories. Check the checkbox next to the category to which you want to assign the record.

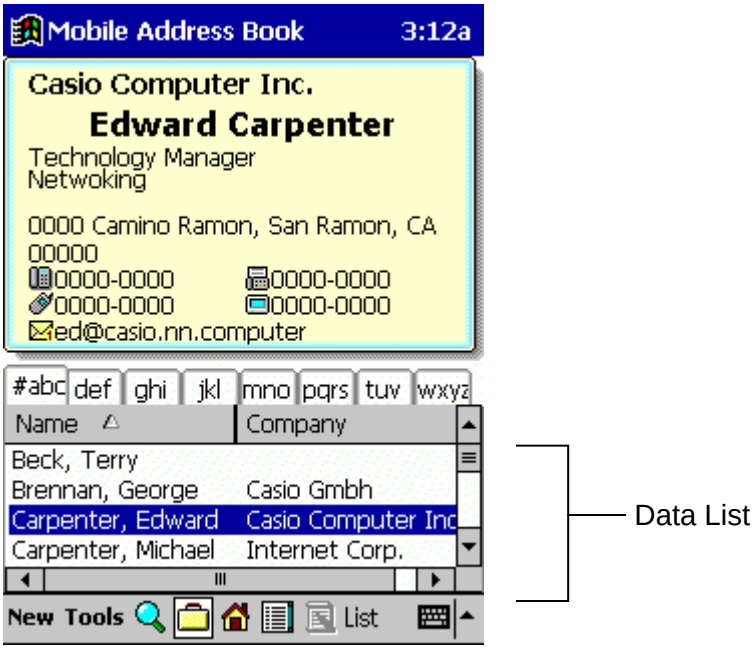
7. After everything is the way you want, tap **OK** to save the record and close the Mobile Address input screen.

Editing Data with Mobile Address Book

This section describes how to use Mobile Address Book to edit and delete existing Contacts database records. It also explains how to cut, copy, and paste existing data.

To edit a Contacts database record with Mobile Address Book

1. Display the Business Card screen, Personal screen, or All Data screen.



2. In the data list, tap the record you want to edit.
This displays the **Business** tab of Mobile Address Book input screen.

- You can also display the **Business** tab of Mobile Address Book input screen by tapping the record you want to edit on the data list located at the bottom of the window.

3. Use the same procedures as those described under "To input new data using Mobile Address Book" to edit the data.

4. After everything is the way you want, tap **OK** to save the record and close the Mobile Address input screen.

To delete a Contacts database record with the Mobile Address Book

1. Display the Business Card screen, Personal screen, or All Data screen.
2. In the data list, tap and hold the record you want to delete, and then tap **Delete** in the shortcut menu that appears.
   - This displays a confirmation message asking whether you really want to delete the record.
3. Tap **OK** to delete the record or **Cancel** to cancel the delete operation without deleting anything.

To cut a record

1. Display the Business Card screen, Personal screen, or All Data screen.
2. In the data list, tap and hold the record you want to cut, and then tap **Cut** in the shortcut menu that appears.
   - This cuts the record and places it onto the clipboard. The record remains on the clipboard until you perform the next cut or copy operation.
   - The record on the clipboard can be pasted to another location. See "To paste a record from the clipboard" below for more information.

To copy a record

1. Display the Business Card screen, Personal screen, or All Data screen.
2. In the data list, tap and hold the record you want to copy, and then tap **Copy** in the shortcut menu that appears.
   - This places a copy of the record onto the clipboard. The recordremains on the clipboard until you perform the next cut or copy operation.
   - The record on the clipboard can be pasted to another location. See "To paste a record from the clipboard" below for more information.

To paste a record from the clipboard

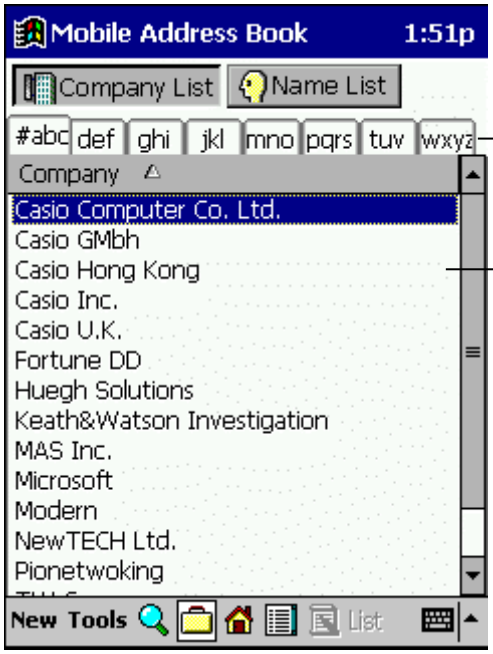
1. Display the Business Card screen, Personal screen or All Data screen.
2. Anywhere in the data list, tap and hold, and then tap **Paste** in the shortcut menu that appears.
   - This pastes the record currently on the clipboard into the screen that is on the display.
   - You can place a record onto the clipboard using the cut and copy operations described above.
   - After pasting a record you can use the procedures under "Editing Data with Mobile Address Book" to edit it.

Mobile Address Book Screens

There are five different screens that you can use to view Mobile Address Book data: a Company List screen, Name List screen, Business Card Screen, Personal screen, and All Data screen. This section describes each screen and explains the operations you can perform for each one.

Company List Screen

The Company List screen always appears first whenever you start up Mobile Address Book. It lists all of the company names currently in the Contacts database.



Index tabs

Company name list
The currently selected company name is the one that is highlighted.

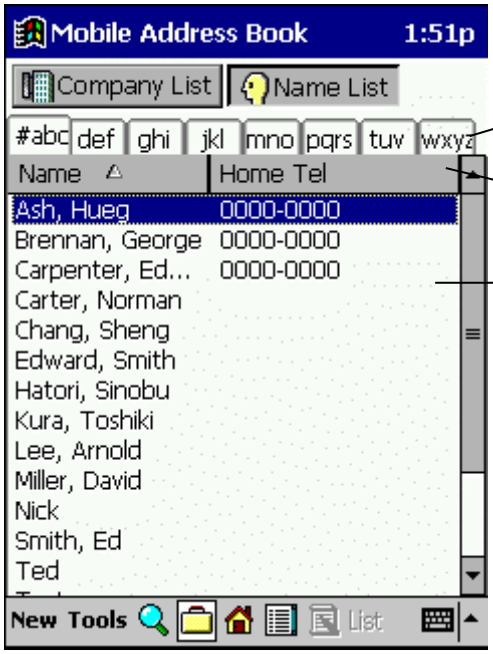
The following are the operations that can be performed while the Company List screen is on the display.

- Tapping an index tab displays all the company names that start with the letters marked on the tab.
- Tapping the name of a company in the list highlights the name to indicate that it is selected. You can also move the highlighting up and down with the ACTION control.
- Use (Business Card Screen), (Personal Screen), and (All Data Screen) buttons to select the type of screen you want to appear when you tap a company name in the Company List. Pressing a button selects the corresponding screen (indicated by the button image appeared to be depressed on the display), but does not change the appearance of the Company List.

- Tapping a company name in the Company List displays the corresponding Business Card Screen, Personal Screen, or All Data Screen. The type of screen that appears depends on whether the , , or button is currently depressed.
- The Business Card Screen, Personal Screen, or All Data Screen that appears when you tap a company name contains data only for the company whose name you tapped. Tapping "CASIO," for example displays data about CASIO employees only.
- Tapping launches the search function. See page 18 for more information.
- Tapping **New** displays a new record input screen. See page 5 for more information.
- Tapping the **Name List** button changes to the Name List screen.
- Records that do not contain a company name entry are indicated by **No Company** in the Company List.

Name List Screen

The Name List shows the all of the names and home phone numbers in the Contacts database.



Index tabs

Field names

Record data
The currently selected record is the one that is highlighted.

The following are the operations that can be performed while the Name List screen is on the display.

- Tapping an index tab displays data for all the names that start with the letters marked on the tab.

- Tapping a field name toggles the sorting of the data under it between ascending and descending. The symbol ( ) appears next to the field name when data is sorted ascending, while ( ) appears to indicate descending.
- Tapping data in the list highlights the data to indicate that it is selected. You can also move the highlighting up and down with the ACTION control.
- Use (Business Card Screen), (Personal Screen), and (All Data Screen) buttons to select the type of screen you want to appear when you tap data in the Name List. Pressing a button selects the corresponding screen (indicated by the button image appeared to be depressed on the display), but does not change the appearance of the Name List.
- Tapping data in the Name List displays detailed data. The type of data that appears depends on whether the , , or button is depressed.
- Tapping launches the search function. See page 18 for more information.
- Tapping **New** displays a new record input screen. See page 5 for more information.
- Tapping the **Company List** button changes to the Company List screen.
- Records that do not contain a name entry are indicated by **No Name** in the Name List.

Changing the Content of the Name List

The field on the left of the Name List is always Name. Initially, the field on the right is [Home Tel], but you can use the following procedure to change to another field, if you want.

1. Display the Name List screen.
2. Tap and hold any one of the entries in the field on the right of the Name List. This opens a shortcut menu of available field names.
3. Tap the field name to which you want to change.

Note

You cannot select the [Name] field for the field on the right side of the Name List.

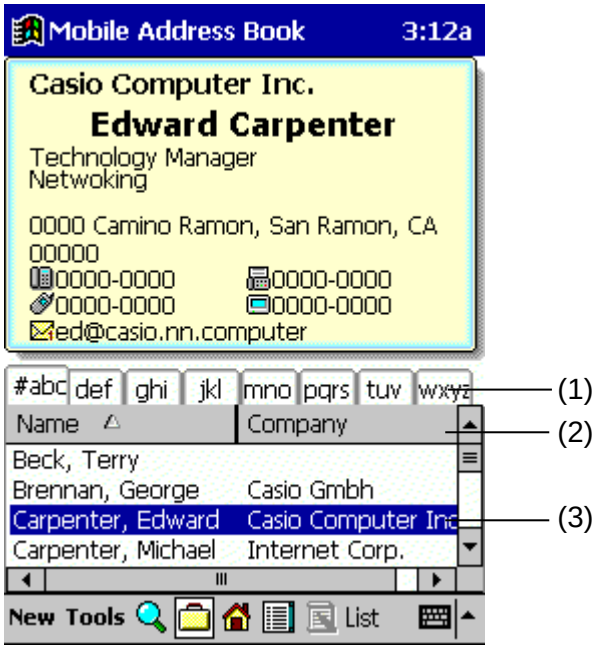
Business Card Screen

The Business Card screen shows the data fields in the Contacts database that belong to the Business category.

The following shows the fields that appear on the Business Card screen.

Upper Window

Company name, name, Job title,
Department
Business address
Business postal code
Business phone
Business fax
Mobile phone
Pager
E-mail 1



Lower Window

(1) Index tabs
(2) Field names
(3) Data list (The currently selected record is highlighted.)

Note

- The data list shows personal names and company names.
- If there is no data entered for a particular field in a record, that field is blank in the upper window and in the data list.

The following are the operations that can be performed while the Business Card screen is on the display.

Lower Window

- Tapping data in the list highlights the data to indicate that it is selected. You can also move the highlighting up and down with the ACTION control.
- Tapping a field name ("Name" or "Company") toggles the sorting of the data under it between ascending and descending. The symbol (△) appears next to the field name when data is sorted ascending, while (▽) appears to indicate descending.

- Moving the cursor in the data list to the **Company** field and tapping an index tab displays all the **Company** data items that start with the letters marked on the tab. When the data list cursor is in the **Name** field, tapping an index tab displays all the **Name** data items that start with the letters marked on the tab.
- You can change the relative width of the data fields by dragging the vertical separator line between the field names.

Toolbar Buttons and Menu Commands

- Tapping the button switches to the Personal screen. See page 15 for more information.
- Tapping the button displays the All Data screen. See page 16 for more information.
- Tapping the **List** button displays the last list (Company List or Name List) you were viewing. See page 10 and 11 for more information about lists.
- Tapping the button displays memo text attached to the currently displayed record. Note that the button is disabled (indicated when the button is dimmed) when there is no attached memo text. See page 17 for more information.
- Tapping launches the search function. See page 18 for more information.
- Tapping **New** displays a new record input screen. See page 5 for more information.

Personal Screen

The Personal screen shows the data fields in the Contacts database that belong to the Personal category.

The following shows the fields that appear on the Personal screen.

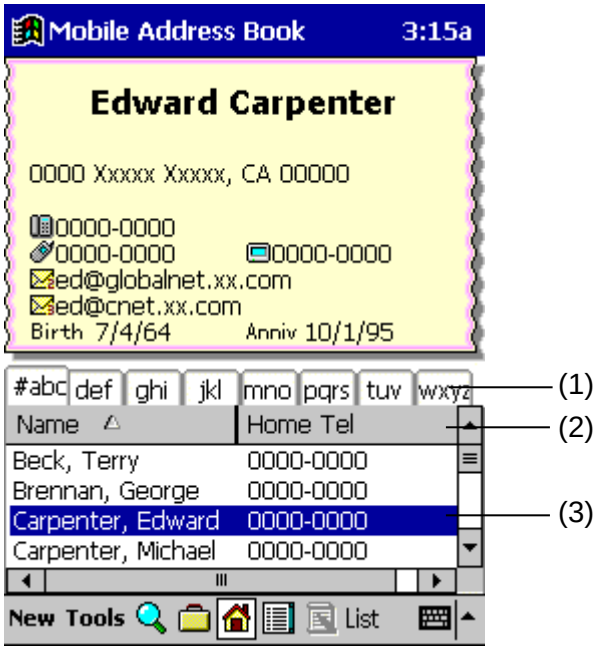
Upper Window

Name, Home address, home postal code

Home phone
Mobile phone
Pager
E-mail 2
E-mail 3

Date of birth

Anniversary



Lower Window

(1) Index tabs

(2) Field names

(3) Data list (The currently selected record is highlighted.)

Note

- If there is no data entered for a particular field in a record, that field is blank in the upper window and in the data list.

Personal screen operations are the same as Business Card screen operations (page 13), except for the following.

- Tapping the button changes to the Business Card screen.

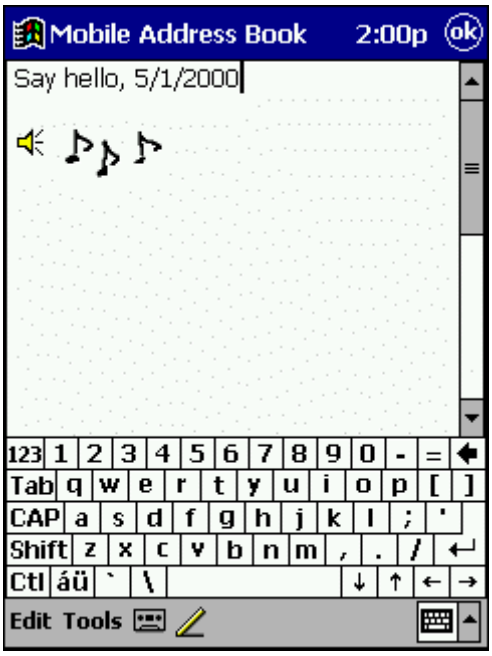
All Data Screen

As its name suggests, the All Data screen shows all of the data stored in each Contacts database record.

- The operations you can perform for the data list in the lower window are the same as those for the Business Card Screen as described on page 13.
- Tapping the button displays the Business Card screen.
- All other button and menu operations on the All Data screen are identical to those for the Business Card screen as described on page 13.

About the Memo Screen

Tapping the button when a memo is attached to Contacts data causes the memo to appear on the display.



The following are the operations you can perform on the memo screen.

- Select a screen zoom factor of 75%, 100%, 150%, 200%, or 300% from the Tools menu.
- Use the scroll bar to scroll the memo screen up and down.

To close the memo screen, tap **OK**.

Important!

When you tap the button and display a memo, various drawing tools also appear on the display. You can use these tools to edit the memo on the screen, but you cannot save your changes. To edit a memo and save your changes, use the procedure under "Editing Data with Mobile Address Book" on page 7.

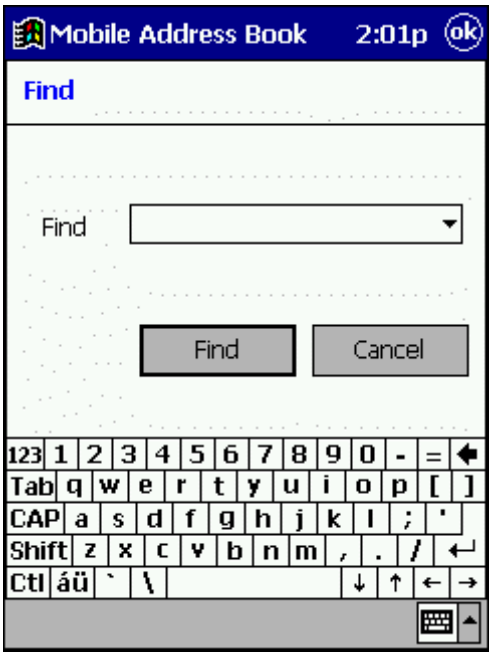
Searching for Data

Use the procedure below to search for Contacts database records that match a string of text you specify.

- The search function checks all fields for the text you specify.
- You can also input a date for the search text (such as 98/03/25) and find a specific birth date, anniversary, or other date.

To search for text

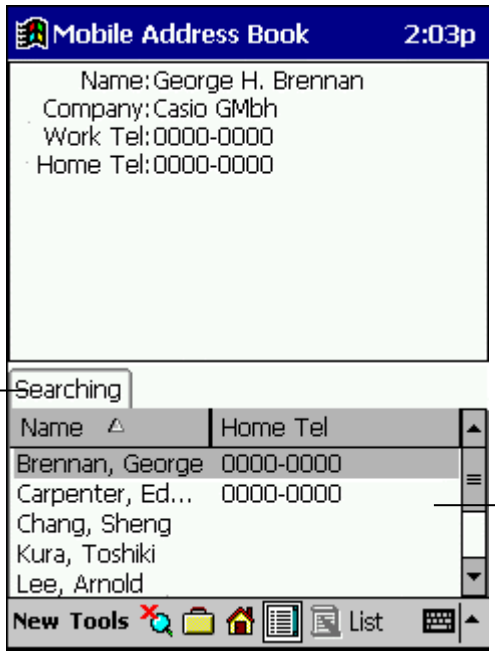
1. On the Business Card screen, Personal screen, or All Data screen, Business Card Screen, tap the button to display the Find dialog box.



2. Input the text you want to find.

- Tapping ▼ displays a list of the last 10 text strings you recently searched for. You can tap a text string in the list to input it again.

3. Tap the **Find** button to start the search.



This tab title indicates that the data list is the result of a search.

Records that contain text matching the text string you specify are listed here.

4. Exit clear the search operation and return the screen to normal, tap .

Note

- The operations you can perform for the list of matching records in the bottom window are identical to those for the lower windows of other screens. Note, however, that the search results screen does not have index tabs.
- You can change to the Business Card, Personal, or All Data screen while search results are on the display. You can also display the memo screen.
- The message "No matches were found for the text you specified." appears when there are no matches your text string.

Command Bar Items (Menus and Buttons)

Tools Menu

Command	Description
Edit Item	Displays the data editing screen for the record selected on the Business Card, Personal, or All Data screen.
Delete	Deletes the record selected on the Business Card, Personal, or All Data screen.
Cut	Cuts the record selected on the Business Card, Personal, or All Data screen.
Copy	Copies the record selected on the Business Card, Personal, or All Data screen.
Paste	Pastes cut or copied data.
About	Displays version and copyright information.

Edit Menu

Command	Description
Undo	Undoes one operation.
Redo	Redoes an undone operation.
Cut	Cuts the currently selected text.
Copy	Copies the currently selected text.
Paste	Pastes cut or copied text at the current cursor location.
Clear	Clears the currently selected text.
Select All	Selects all the text in the field where the cursor is currently located.

Note

The Edit menu appears only when the data input or data editing screen is on the display.

Buttons

New .....Displays a new data input screen.

.....Displays the Business Card screen.

.....Displays the Personal screen.

.....Displays the All Data screen.

.....Displays the memo screen.

.....Displays the Find dialog box.

.....Exits a search operation.

List .....Displays the Name List.